

**POLICY COMMITTEE MEETING MINUTES
BOARD OF GAME AND INLAND FISHERIES
4016 WEST BROAD STREET
RICHMOND, VIRGINIA**

JUNE 6, 2005, 6:00 p.m.

PRESENT: Charles S. Yates, Chairman, Richard E. Railey, Sherry Smith Crumley, Marshall Davison; **Absent:** Will McNeely; **Staff:** Colonel W. Gerald Massengill, Larry Harizanoff, Lynn Sikora, Vicki Krisnitski, Virgil Kopf, David Whitehust, John Moore, Ray Davis, Gary Martel, Charlie Sledd, Bob Duncan, Jeff Uerz

Chairman Yates called the meeting to order at 6:00 p.m. The meeting agenda was made available.

Committee members discussed whether the Policy and Governance Committee should be combined, but they concurred that the two committees have two distinct areas of responsibility and that two separate guidance documents are needed.

Members felt that it would be beneficial to have the Secretary of Natural Resources or his designee serve on the Committee to assist with the development of policies. They agreed that Ms. Crumley would discuss this option with the Secretary.

Mr. Yates indicated that he had been provided a copy of the Board's guidance policies and he felt that they were perhaps out-of-date. He felt that it would be beneficial for the Committee to engage professional assistance with the development of needed policies and those policies should incorporate the existing Board policies. Mr. Davison agreed that professional assistance would be beneficial.

When asked, staff responded that professional services could be funded if that was the Board's preference. They also indicated that the Department of Human Resources Management has the expertise to provide the professional assistance. The committee agreed to delay a decision regarding professional assistance until it had a better understanding of its work. They felt that an independent source was needed to review and make recommendations to the Board on the final policy document to insure that credibility concerns were addressed.

The Policy Committee felt that its work should be conducted independent of DGIF but that it could be within the structure of state government.

The Committee asked and was told by Colonel Massengill that staff has been requested to begin to develop policies and procedures within their areas of expertise. The Department's HR office is working on policies to address many issues identified by the Internal Auditor in his May 23, 2005 report. The same task is being performed by the

Law Enforcement Division staff. Once this process is complete, Colonel Massengill indicated that he plans to have staff develop an accountability process covering staff, the director and the Board. Working manuals will be developed to assist employees at every level.

Committee members discussed the recommendations of the Internal Auditor and the Secretary of Natural Resources. They felt the recommendations encouraged stronger relationships between the Secretary, the Board and the Department. Recommendations included: (1) the agency head will have to be accountable to the Secretary of Natural Resources, (2) the Board needs training/orientation not less than every four years, and (3) internal training is needed at every agency level.

Ms. Crumley suggested that developed procedures should address the Board Chair by limiting terms. She also felt that an executive committee would benefit the Board. Members felt that this issue should be addressed by the Governance Committee.

Mr. Yates distributed a listing of 22 areas where policies are needed.

At its next meeting, the Committee will review policies being developed and/or complete and a status report was requested. Colonel Massengill was asked to identify major policy issues that need to be addressed. Colonel Massengill asked all Divisions to provide information on their policies and procedures. He felt that an internal audit function for DGIF was important and that it would need to go beyond the Director.

Committee members discussed an internal audit function. Mr. Railey felt that the Board needed monthly financial statements.

The next policy committee meeting will be June 22, 2005 at 6:00 p.m.

Mr. Yates requested staff to send to him in writing any ideas for policies they feel are needed. He also invited constituents and constituent groups, some of whom were present at the meeting, to share any ideas they may have concerning policies and procedures for the agency.

As there was no further business, the meeting was adjourned by the Chairman at 7:00 p.m.

Respectfully submitted,

Belle Harding
Recording Secretary